



**Wednesday, March 21, 2012 - Portfolio Review Committee Meeting Minutes**

**1:00 – 4:00 p.m.**

**Westwind Blvd – Orville Wright Conf Room**

**Attendees (listed alphabetically)**

Barbara Fitzmaurice, County Counsel

Carol Simmons, Child Care Planning Council

Caryn Henkel, Human Services Department

Christina Rivera, County Administrator's Office

Dr. B.J. Bischoff, Bischoff Performance Improvement Consulting

Elisabeth Chicoine, Department of Health Services

Julie Sabbag-Maskey, First 5

Katie Greaves, Human Services Department

Leo Tacata, District Attorney's Office

Monique Chapman, Sheriff's Office

Marla Stuart, Human Services Department (Project Manager)

Robert Judd, Community Foundation

Serena Lienau, City of Santa Rosa

Stephen Jackson, Sonoma County Office of Education

Susan Castillo, Department of Health Services

Topic	Discussion	Decision	Next Steps
<p><b>Welcome, Introductions, Agenda</b></p>	<p>Marla welcomed the group and thanked everyone for their interest in Upstream. Marla announced that this meeting is a Brown Act Committee and that we forgot to post the agenda. Therefore at this meeting we will discuss the process and go over the binder but <b>NO DECISIONS</b> will be made today. Public comments will be allowed at these meetings with a 3 minute time limit.</p> <p>The group then did a short introduction on themselves.</p>	<p>None</p>	<p>None</p>

Topic	Discussion	Decision	Next Steps
<b>Brown Act</b>	<ul style="list-style-type: none"> <li>• Barbara Fitzmaurice from County Counsel gave more information on the Brown Act. These meetings are transparent and open. Notification to the public by posting the agenda 3 days in advance of the meeting. Email rules -- cannot do a REPLY TO ALL, only to the sender of the email. Avoid discussions outside of the meeting.</li> <li>• Group had consensus that we will make all efforts to follow Brown Act requirements.</li> </ul>	None	None
<b>Upstream Overview</b>	<ul style="list-style-type: none"> <li>• Marla explained about the inspirations that are done at the Policy Committee Meetings and then showed a compilation of them that have been used over the last year at the Ad Hoc Meetings.</li> <li>• Upstream is a Policy Initiative</li> <li>• The vision is to eliminate poverty in Sonoma County</li> <li>• Invest Early, Invest Wisely, Invest Together</li> <li>• Organizations invited to submit Resolutions of Alignment</li> <li>• Upstream in local RFPs: Resolution of Alignment as a minimum qualification, with extra bonus points for being on the Portfolio.</li> </ul>	None	None
<b>Portfolio of Model Upstream Programs Overview and Review Process</b>	<ul style="list-style-type: none"> <li>• All documents are public, a submitter should not submit documents they do not want made public.</li> <li>• Marla went over the Instruction and forms.</li> <li>• Funder submitting a program would not be a reviewer.</li> <li>• Programs on the portfolio need to be reviewed every 3 years.</li> <li>• Local/Relevancy includes an option to list others</li> <li>• Adaptation needs to be added to scoring sheet.</li> <li>• Site Visits</li> <li>• Evaluation Resources</li> <li>• Tier 1 – Delete “certificate” and move 2b up “if no” answer 2a table</li> <li>• Marla to reword accreditation to reflect ongoing monitoring</li> <li>• Adherence, dose, etc; are they defined enough in instructions?</li> <li>• Add “is clearinghouse acceptable” back to score sheet</li> <li>• Tier2/Tier 3 remove clearinghouses that don’t have Tier 2/3 options</li> <li>• Change scoring sheet to indicate how many need to be “yes in each category.</li> </ul>	None	Forms to be completed and posted on the web

Topic	Discussion	Decision	Next Steps
<b>Bylaws Review</b>	<ul style="list-style-type: none"> <li>• Marla reviewed the bylaws with the group</li> <li>• Be more clear about roles on Boards of Directors</li> <li>• Be more clear about when to recuse</li> <li>• The Review Committee will make every attempt to avoid a real or perceived conflict of interest.</li> <li>• There are no community-based-organizations on the Review Committee because it would be a conflict of interest.</li> <li>• Can a member call in to attend?</li> <li>• Half the Committee will be a one-year term. Volunteer to Marla via e-mail.</li> </ul>	None	<p>Submit any questions or changes to the bylaws to Marla via email.</p> <p>Approve on April 18.</p>
<b>Wrap up and Next Steps</b>		None	

### Portfolio Review Committee Meeting Dates

*Third Wednesday of Every Month from 1:00 p.m. to 3:30 p.m.*

*3600 Westwind Blvd – Orville Wright Room*

#### **2012**

April 18  
 May 16  
 June 20  
 July 18  
 August 15  
 September 19  
 October 17  
 November 21  
 December 19  
 December 19

#### **2013**

January 16  
 February 20  
 March 20  
 April 17  
 May 15  
 June 19  
 July 17  
 August 21  
 September 18  
 October 16  
 November 20  
 December 18